Highly Qualified Teacher Worksheet
September 2003

The data you provide in this worksheet will allow your district to complete Registry of Educational Personnel submissions to the Center for Educational Performance and Information. The Michigan Department of Education will use these data to fulfill the requirements of the *No Child Left Behind Act* that address teacher quality.

Last Name_____**First Name**_____

Building Name_____

Assignment: Indicate your current teaching assignment(s) using one line for each assignment.
Academic Major/Academic Minor: Write the name of the earned academic major or minor that applies to each teaching assignment(s). Leave the appropriate space blank if you do not have an academic major and/or minor that applies to the assignment.
Highly Qualified: Information about The Michigan Definition for Identifying Highly Qualified Teachers is available at www.michigan.gov/cepi. Click on MEIS Data Services, and then on Registry of Educational Personnel. A link to the State Board of Education's Policy on the Definition of the Highly Qualified Teacher can be found under the Help Section. Review the seven methods to determine if you are highly qualified to teach for each of the positions you are assigned.

	Current Teaching Assignment(s)	Grade Assignment	Academic Major	Academic Minor	Highly Qualified (Yes/No)
Ex.	English I	9	English		yes
1					
2					
3					
4					
5					
6					
7					
8					

Certification Information
1.   Provide the name and location of the institution that recommended you for your initial teaching certificate.
     University/Institution_____

     Location (state)_____

2.   Provide the name and location of the institution that recommended you for your current certification.
     University/Institution_____

     Location (state)_____